

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, SEPTEMBER 7, 2021
TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

- A. Recognition of Long-Term Recovery Committee Members

III. MINUTES

- A. Approval of Meeting Minutes – August 16, 2021
Special Meeting Minutes – August 31, 2021

IV. UNFINISHED OR TABLED BUSINESS

V. BUSINESS

- A. Resignations and Appointments
Vacancies: (2) Conservation Commission; Affordable Housing Committee (3)
- B. Consideration of Friends of Cossitt Library Grant Opportunity
- C. Consideration of Personnel Matters (Items Deemed Appropriate for EXECUTIVE SESSION)
- D. Consideration of Ratification of Collective Bargaining Agreement the International Brotherhood of Police Officers

VI. TOWN MANAGERS REPORT

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

- A. Appointment of New Town Manager

VIII. SELECTMAN REPORTS

(Sally S. King, Mark C. Neumann, Edward E. Ohannessian, Glenn G. Ballard, and John Bell, Student Liaison)

IX. ADJOURNMENT

The next regular meeting is scheduled for September 20, 2021.

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
AUGUST 16, 2021**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark C. Neumann, Edward Ohannessian, William F. Smith, Jr., Town Manager

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

Michael Ware, 45 Hungary Road, expressed his interest in the Affordable Housing mandate and feels there should be a place for that in Granby.

Bill Glueck, 18 Barkhamsted Road, expressed his appreciation for all the work the Selectmen do for the Town. He is interested in the marketing campaign for the Kearns School property. He believes over time, revenue from a private entity would be good for the Town.

III. MINUTES

A. Approval of Minutes of Regular Meeting

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to approve the minutes of the regular meeting of August 2, 2021 with the noted correction: all Selectmen votes should be (5-0-0) not (6-0-0).

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to approve the minutes of the Special Meeting Minutes of August 10, 2021.

IV. UNFINISHED OR TABLED BUSINESS

No unfinished or tabled business was before the Board.

V. BUSINESS

A. Resignations and Appointments to be Considered

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the following appointments to the Affordable Housing Committee: Patty Sansone, a member of the Commission on Aging; Monica Logan, a member of the Development Commission; and Christine Chinni, a member of the Planning and Zoning Commission.

B. Kearns School Update – Andy DiFatta and Mark De Pecol

Andy DiFatta of Goman and York provided a presentation of Phase I of the Kearns School development. He described the objectives as becoming familiar with the property, research and possible recommendation of a developer, and establishing the framework whereby the developer will have control over the property.

Goman and York has found a qualified developer that is ready, willing and able to develop a "mixed-use" project that includes both the Kearns School and the land at 137 Salmon Brook Street, referred to as "the triangle". There is an understanding with the developer that the proposed retail development in the triangle is tied to the development of the school property. It was noted the requirement for zoning changes may link both parcels together so the triangle cannot be developed on its own without the school property being considered.

Selectman Ballard inquired about a marketing plan and the value of the property in question. Mr. DiFatta stated the value of the property will be based on what the building will become. He also noted he has been working with Community Development Director Abby Kenyon all along and was also able to find a developer that is qualified and interested in this project.

Developer Mark De Pecol presented his ideas to the Board, including the proposed acquisition of 137 Salmon Brook Street (the yellow house). In order to pursue development of both parcels, the school property and the triangle, control over both parcels is needed. In addition, a potential zone change and approval to market drive-through capabilities for certain retailers and service providers are needed as well. Examples of drive-through businesses could include financial institutions, fast food operations and pharmacies.

At this time, there is no definitive development plan for the school parcel. The current economic climate has seen a dramatic increase in construction costs which temporarily discourages further residential development in this area. Building costs have increased drastically and apartments such as The Grand would not be profitable. A medical office is a possibility and retail (i.e. fast food, bank, pharmacy, etc.) in the triangle is a given as it would be successful and then what would work for the school area would need to be determined. A medical building is also a possibility; however, retail in the Kearns building would be difficult because it is in the back. The asbestos is not an issue as it is in the tiles and can be covered up. That becomes a different scenario if the building is demolished. Ultimately, such a project could work due to the traffic and the sites proximity to the shopping center.

Mr. De Pecol proposes four to six months to present a zone change to the Zoning Commission and another four to six months for site plan approval, then development.

Selectman Ballard suggested renovating Kearns School and moving Town and BOE offices to that site.

Selectman Neumann thanked Goman and York for bringing in a developer. He was unsure if the Town can go forward with the sale of the property or if a Town Meeting is needed. Town Manager Smith said he will look into this, gather information and put together the steps necessary to proceed.

C. Consideration of Additional Appropriation from Communications Fund for Purchase of Town Phone System

Town Manager Smith reported the Town's phone system is currently over 20 years old and has been repaired many times. He further noted breakdowns may well create a system shut-down for days or even weeks. The Town IT consultant has reviewed the system and has looked into possible upgrades.

Presently, the Board of Education is upgrading their phone system and it would be beneficial and cost effective to coordinate the upgrade with them and replace our antiquated system. He would like to move along quickly before we experience another major issue with the system similar to last week when the voicemail was down. Selectman Neumann inquired if any of the State or Federal COVID funds could be used for this as it is to improve our communications system. Town Manager Smith will check into that. The estimated cost to upgrade will be approximately \$55,000 and there are sufficient funds in the Town Communications Fund to cover the project.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the additional appropriation of \$55,000 from the Communications Fund for upgrading the Town phone system and forwards this request to the Board of Finance to approve.

D. Consideration of Amendment to the Charge for the Affordable Housing Plan Committee

Initially, the charge to the Affordable Housing Plan Committee indicated there would be seven members. The motion to amend the charge is as follows:

The Committee shall prepare an Affordable Housing Plan pursuant to the requirements of Section 8-30j of Connecticut General Statutes. Such plan shall be presented to the Board of Selectmen for review and approval to enable adoption prior to the June 2022 deadline.

The Committee membership shall consist of six members as appointed by the BOS. Members may likely come from:

- One (1) representative from the Board of Selectmen
- One (1) representative from the Commission on Aging
- One (1) representative from the Development Commission
- One (1) representative from the Planning & Zoning Commission
- Two (2) additional members from the public

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the amended charge now stating a committee membership of six not seven.

Selectman Ballard inquired about setting up a plan and timeline for the committee at this time. Town Manager Smith responded the committee should be established first then put a plan and timetable together.

VI. TOWN MANAGER REPORTS

A. Budget Operations – July 2021

Town Manager Smith reported collections to be normal for this time of year. It was noted that the E911 PSAP Grant is at 0%. The Town will not receive money from East Granby any longer as they have opted out. There are no concerns with expenditures.

Asked if there have been any bear issues lately, the answer was no.

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

First Selectman Kuhnly reported the Town of Granby is a member of CIRMA (CT Interlocal Risk Management Agency). For the past ten years they have given distribution checks to members for loyalty and good results. The Town received a member equity distribution check for \$31,093.

In June, the Town was inspected by the State of CT Workers Compensation Commission to review compliance with safety and health regulations. The Town facility was found to be in compliance with the regulations.

VIII. SELECTMAN REPORTS (Sally King, Vice Chairman; Glenn Ballard, Mark Neumann, Edward Ohannessian)

No reports.

IX. ADJOURNMENT

ON A MOTION by Selectman Ohannessian, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:12 p.m.

Respectfully submitted,


William F. Smith, Jr.
Town Manager

**TOWN OF GRANBY
BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
AUGUST 31, 2021**

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, William F. Smith Jr., Town Manager

The Special Meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

ON MOTION BY Selectman Neumann, seconded by Selectman King, the Board voted (5-0-0) to recess to Executive Session at 7:01 p.m.

The purpose of the meeting was to discuss personnel matters.

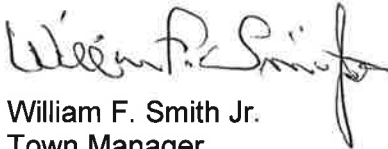
ON A MOTION BY M. Neumann, seconded by S. King, the Board voted (5-0-0) to close Executive Session at 7:26 p.m.

The Special Meeting of the Board of Selectmen reconvened at 7:30 p.m.

ON A MOTION BY Selectman King, seconded by Selectman Neumann, the Board voted (5-0-0) to have First Selectman Kuhnly prepare and sign an Employment Agreement for the lead Town Manager candidate.

ON A MOTION BY S. King, seconded by M. Neumann, the Board voted (5-0-0) to adjourn the meeting at 7:32 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "William F. Smith Jr.", written in a cursive style.

William F. Smith Jr.
Town Manager

TOWN OF GRANBY

MEMORANDUM

DATE: September 7, 2021

TO: Board of Selectmen

FROM: William F. Smith Jr., Town Manager



REGARDING: **V. BUSINESS – ITEM B**

Consideration of Friends of Cossitt Library Grant Opportunity

Background

Seth Pomeroy Holcombe and Lucy Eaton Holcombe lived in North Granby for more than 35 years. Both were active in the Granby community, supporting the culture and history and serving on many boards and committees. Through the Friends of the Cossitt Library (The Friends), Seth and Lucy worked to secure Cossitt's placement on the National Register of Historic Places. To continue their life of giving back to the Granby community, the Holcombe's established the Pomeroy-Brace Fund (PBF) at the Hartford Foundation for Public Giving. Select organizations in Granby, including the Friends, may apply for grants annually from the PBF for a variety of projects.

The Friends have written and received grants from this fund twice in the last five years in support of the Cossitt Library. The 2019 PBF Grant was used to hire a professional historic architectural firm, Architectural Preservation Studio, to complete a Pre-Development Study of the Cossitt Library Building. The study evaluated the building's current physical condition and identified and prioritized the work needed to address existing damage from water infiltration and to preserve and restore the historic building. In addition to securing the 2019 Grant, the Friends contributed additional funds to complete payment for the Pre-Development Studies. The study enables the Town and the Friends to now make informed decisions about the Cossitt building.

The Friends are applying for a Capital Grant this year from the PBF to begin addressing the Cossitt building's most urgent needs. This 2021 Grant represents the initial phase of a multi-phase preservation capital project overseen by the Library Projects Committee which is comprised of Friends trustees, the Library Board, the Director of Library Services and the Director of Public Works. The initial phase encompasses exterior work to repair and restore the areas on the north and east sides of the upper story with the dual goals of preventing further leaks/damage to the building and making the repairs with materials and finishes that support the historic nature of the building. The estimated cost of this phase of the project will be between \$28,000 and \$36,000. The Friends will contribute \$28,000 to the project from the 2021 PBF grant once it is received. Additionally, the Friends will cover the costs of the construction/scope of work documents that are required for this project in the amount of \$6,500, which is not included in the estimated cost of the project.

Tasks to be included in Phase 1 of the Cossitt Library Preservation project are localized to the clerestory window area which continues to suffer the most water damage:

- Carefully remove all loose and flaking paint and all sealant from wood siding (clapboard and shingles) and trim so as not to damage historic material.
- Replace all damaged, deteriorated and missing wood elements with matching wood or with same species of wood, if possible.
- Prepare wood to receive appropriate primer, prime and apply two coats of appropriate paint in color determined by finish analysis.
- Install sealant at all joints and gaps whether wood to wood, wood to metal, wood to masonry, or wood to windows.
- Install gutter on north portion of East Elevation of East Addition.

Next Step

The Friends will submit a grant application to use 2021 Pomeroy-Brace Funds to pay for this first phase in the preservation work necessary to restore the Cossitt Branch Library building.

In order to write and submit the PBF grant, the Friends and Library Projects Committee request that the Board of Selectmen commits to approve an additional appropriation of \$10,000 to cover the difference between the actual cost of Phase 1 of the Cossitt Library Preservation Project and the PBF grant. Any unspent amount will be returned to the General Fund.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

PROPOSED MOTION: THE BOARD OF SELECTMEN APPROVES AN ADDITIONAL APPROPRIATION OF \$10,000 TO COVER THE DIFFERENCE BETWEEN THE COST OF PHASE 1 OF THE 2021 COSSITT LIBRARY PRESERVATION PROJECT AND THE GRANT AMOUNT AWARDED TO THE FRIENDS OF COSSITT LIBRARY. ANY UNSPENT AMOUNT WILL BE RETURNED TO THE GENERAL FUND. THE BOARD FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

WFS/am/kc

pc: Kimi Cheng, Director of Finance
Amy McCue, Director of Library Services

TOWN OF GRANBY

MEMORANDUM

DATE: September 7, 2021

TO: Board of Selectmen

FROM: William F. Smith Jr., Town Manager 

REGARDING: V. BUSINESS – ITEM C

Consideration of Personnel Matters (Items Deemed Appropriate for
EXECUTIVE SESSION)

The Town has reached a tentative agreement with the International Brotherhood of Police Officers (IBPO) Local 581. The Board should meet in closed session to review the proposed agreement.

Enclosure

pc: Kimi Cheng, Director of Finance

WFS/kc

TOWN OF GRANBY

MEMORANDUM

DATE: September 7, 2021

TO: Board of Selectmen

FROM: William F. Smith Jr., Town Manager 

REGARDING: V. BUSINESS – ITEM D

Consideration of Ratification of Collective Bargaining Agreement the
International Brotherhood of Police Officers

The Town has reached a tentative agreement with the International Brotherhood of Police Officers (IBPO) Local 581. The Board has met in closed session to review the proposed agreement. The agreement should then be VOTED upon after the closed session and upon reconvening in regular session.

pc: Kimi Cheng, Director of Finance

WFS/kc